

Meeting Minutes January 23, 2018

A quorum was determined and the meeting was called to order at 2:02 pm

Members Present: Doyle Dobbins, Vice Chair, Elisha Jenkins, Director, Division for the Visually Impaired

Present by Phone: Jo Donoghue, Counsel, Delaware Attorney General's Office (DAG), Deloris Hayes-Arrington, Department of Finance, Dean Stotler, Government Support Services (GSS)

Members Absent: Carvella Jackson (member), Michele Mirabella, (Chimes), Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR), Thomas Cook, Ability Network of Delaware (A.N.D.)

Others Present: Kristi Trudel, Ability Network of Delaware (A.N.D.), Michele Hamilton, Division for the Visually Impaired (DVI), Jill Morrison, Division for the Visually Impaired (DVI), Jessica Birkmire C.E.S.P., Employment Service Specialist, Elwyn Delaware

I. **Approval of Minutes**

Dean Stotler moved to accept the December 19, 2017, minutes with the correction to list separately non-members present. Deloris Hayes-Arrington seconded the motion. The motion carried.

II. **Old Business**

a. **Update of progress of establishing a subcommittee to handle the RFP process (as stated in the Regulations) for CNAs:**

Dean Stotler reported that a committee has been established. The subcommittee is comprised of Cynthia Fairwell, Dean Stotler (Chair), Doyle Dobbins, a representative from Health and Social Services and a representative from Facilities Management.

b. **Orientation:** tentative date was established for the training at the next scheduled meeting (February 20, 2018). Jo requested any additional topics, location to be determined and coordinated with Jo Donoghue.

III. **New Business**

None

IV. **Subcommittee Reports**

Regulations subcommittee: None

CNAs subcommittee: Dean Stotler stated that the work has begun on the task assigned; this is an active procurement working to manage outside of Title 16 more in line with Title 29. Within the next two weeks the subcommittee should have a finalized request for proposal to be released to the general public. The subcommittee would not be bringing a draft of the RFP to the Commission; they would simply be seeking the approval to move forward to release the work of the subcommittee. Once completed, it is a formal procurement on behalf of the Commission, through the Division for the Visually Impaired, Department of Health and Social Services, where the Commission is organized. It would be treated as any Agency competitive bid process. The RFP would have a mechanism, once

released, by which any market participant or person can ask any question. The questions would be collected, answered with the assistance of the subcommittee, and published for the benefit of all interested parties to assure transparency and sharing of information so that the market is equally informed. No questions from the Commission.

Report - Ability Network of Delaware (A.N.D.)

Kristy Trudel reported no complaints received on the Veterans Cemetery; A.N.D. does not choose to give up this location. The areas are being cleaned per contract; no issues reported. At the set aside level, no complaints, concerns or corrective actions have been received. No action needs to be addressed by the Commission.

Public Comments

No public comments.

The next Commission meeting will be **February 20, 2018**.

Doyle Dobbins adjourned the meeting at 2:35 PM.

Respectfully submitted by
Michele Hamilton
Administrative Specialist